Amend Reserve Active Duty Orders

Overview

Introduction

This guide provides the procedures to Amend Reserve Active Duty Orders in Direct Access. Amending an order is a special process that allows the user to change the order travel depart and report information after an order is in an En route status.

Information

Amending an order is different from editing other data on the order because the fields being amended are pay impacting and require approval. Roles which allow creation, editing and approval of reserve orders permit editing other elements of the reserve order such as order notes and travel information without using the Amend Order mode.

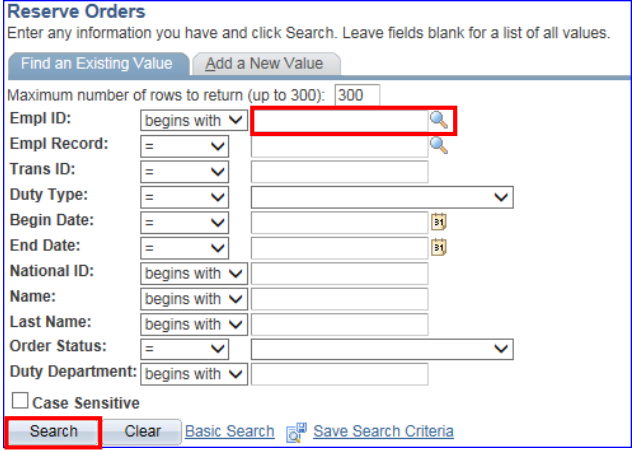Fields that can be edited only in Amend Order mode include:
- Actual Date
- Position
- Department
- Location
- Estimated Date (98 and 99 travel rows)

The **Amend Order** mode is intended for orders in an En route or Finished status. Orders in a **Proposed**, **Authorized** or **Ready** status can be edited directly without using the Amend Order mode.

The Amend Order mode cannot be used if the days you are amending would change the orders from short to long term. In this case, the orders should be finished and new orders should be issued.
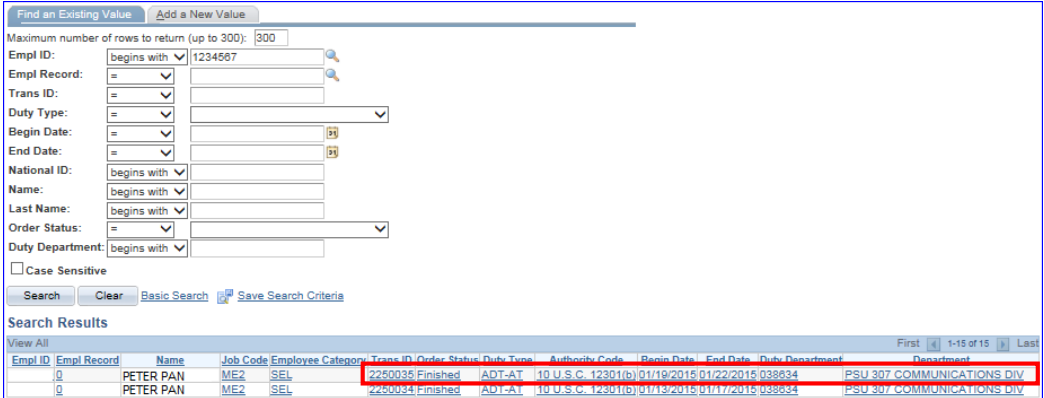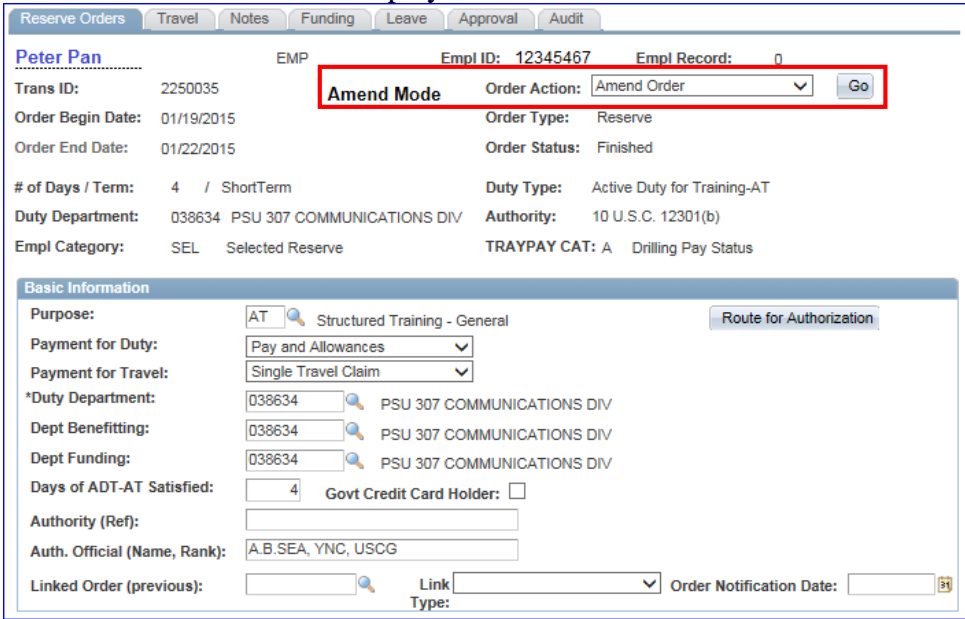
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Procedures   See below.

Step	Action
1	Select the **Reserve Orders** link located in the **Reserve Administration** pagelet. **Reserve Administration** IDT Drills Member Training Rating Annual Screening Questionnaire Reserve Member Balances Member Status Change Training Status View Member Drills Reserve Orders MGIB Enrollments
2	The **Reserve Orders** page will display. **Reserve Orders** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Maximum number of rows to return (up to 300): 300 Empl ID: begins with Empl Record: = Trans ID: = Duty Type: = Begin Date: = End Date: = National ID: begins with Name: begins with Last Name: begins with Order Status: = Duty Department: begins with ☐ Case Sensitive Search Clear Basic Search Save Search Criteria Enter the members **Empl ID** and click the **Search** button.

Procedures,
continued

Step	Action
3	**All** Reserve Active Duty Orders will be displayed. A request for Active Duty orders in an **En route** or **Finished** status may be amended by this process. Select the Order to be amended.
4	The Reserve Order will be displayed. To amend an order: • Click the **Order Action** drop-down • Select **Amend Order** • Click the **Go** button. The Orders will display in the **Amend Mode.**
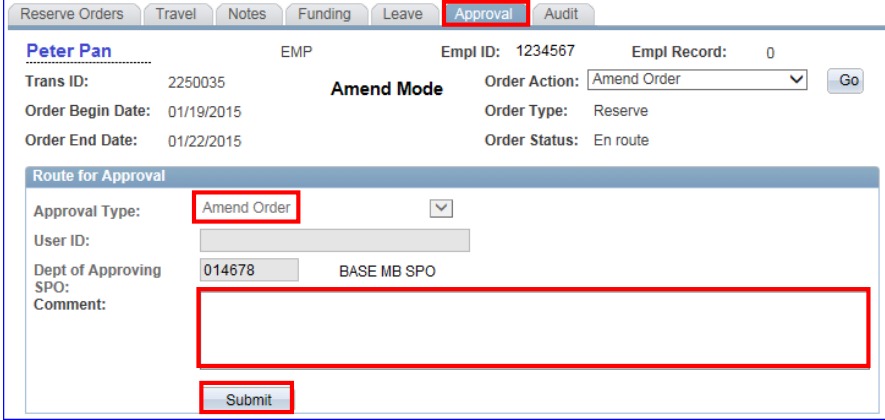
Procedures,
continued

Step	Action
5	Only the highlighted fields can be changed. Make all necessary changes.

Procedures, continued

Step	Action
6	Amended orders must be submitted to the SPO Auditor for approval. Click the **Approval** tab. The **Approval Type** will default to **Amend Order**. Enter any Comments for the approver, then click the **Submit** button.
7	**The amended fields will be saved, however the order begin/end dates will not be updated and job/payroll integration will not occur until the amended order is approved.** If the amendments are denied by the approver, the prior actual dates and location, department and position will be restored to the previous entries. Upon approval of the amendments: • The Actual Dates will update the Begin and End Date • Recalculate the duration, term and eligibility of the order • Update members Job record and Payroll eligibility • Member may become Non-Compliant due to date and duration changes. Compliance issue must be resolved prior to approval. Limitations of the Amend Mode: • You cannot remove a departure or reporting date in Amend mode, you can only change the actual dates. • You cannot change an actual date to a future date • You cannot amend orders in proposed, authorized, ready or cancelled status. To exit Amend Mode without submitting for approval, exit the page. Changes will not be saved unless an approval request has been submitted. Orders will stay in Amend Mode until it has been approved, denied or withdrawn.